## DEPARTMENT OF THE ARMY



HEADQUARTERS, U.S. ARMY ALASKA 600 RICHARDSON DRIVE # 5000 FORT RICHARDSON, ALASKA 99505-5000



## MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Performance Counseling (CG/CofS Policy Statement #0-5)

1. The purpose of this policy is to establish a command-wide standard and commitment to mentorship and development. Counseling is not only a regulatory requirement but it is also our inherent responsibility as leaders to improve performance and to professionally develop our personnel. Developing leaders is not optional, it is the responsibility of every officer, Noncommissioned Officer (NCO), and supervisor in USARAK.

## 2. Requirements:

- Initial Support Form. Supervisors and raters will schedule and counsel subordinates/ratees within the first 30 days of the rating period. The session will include a discussion of the ratee's duty description, performance objectives, and how the duty description and objectives align with the unit's mission, problems and priorities. Senior raters will approve required support forms. Examples of counseling and support forms are DA Form 67-9-1 (Officer Support Form), DA Form 67-9-1a (Junior Officers Developmental Support Form), DA Form 2166-8-1 (NCO Counseling Checklist/Record), DA Form 4856 (Developmental Counseling Form), DA Form 7223-1 (Base System Civilian Evaluation Report), DA Form 7222-1 (Senior System Civilian Evaluation Report Support Form).
- During the rating period. Individuals can seek counseling at any time to receive performance feedback and to ensure an understanding of the raters' assessments of their performance. Supervisors and raters will conduct periodic follow-up counseling. The standard is every 30 days for all soldiers and civilians. AR 690-400 (Total Army Performance Evaluation System) directs that DA Civilians be counseled at mid-point. DA mandates quarterly counseling for LTs and WO1s in accordance with AR 623-105(Officer). Senior raters must counsel any individual who is not performing to an acceptable standard. This counseling must be done in person and conducted as soon as substandard performance is identified. Senior raters will counsel all ratees quarterly and document the counseling on an appropriate form.
- After the rating period. Both the rater and senior rater will counsel the ratee on his or her completed evaluation. The rater should first counsel the ratee and schedule the senior rater counseling.
- 3. References for counseling are FM 22-100 (Leadership), AR 690-400 (Total Army Performance Evaluation System), AR 623-205 (NCO) and AR 623-105 (Officer).
- 4. The proponent for this policy is the USARAK G1.

Encl

JOHN M. BROWN III Major General, USA

Commanding

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